

City of Reedsburg

Personnel Committee Minutes

April 3, 2017

Present: Phil Peterson, Bill Finnegan, Don Hull, Tiffany Schulte, Dave Knudsen
Others: Stephen Compton, Jacob Crosetto, Brian Duvalle, Matt Scott, Tim Becker.

Chairman Phil Peterson called the meeting to order at 5:01 pm.

Approval of the Minutes from February 6, 2017

Motion by Dave Knudsen, second by Bill Finnegan to approve the minutes from February 6, 2017.
Motion carried 4-0-0.

Committee Member Tiffany Schulte arrived at 5:05 pm.

GENERAL BUSINESS

A. Department Salary, Staffing and Supervision Reviews

- a. Community Dev. Planner/Zoning Administrator / Building Inspector
 - i. The City Administrator briefed the committee on the Planning and Zoning Department, indicated that Brian Duvalle's current salary was within the range based on the salary surveys performed in the first quarter. As such, it was recommended that the salary of the Planning/Zoning Administrator-Building Inspector remain the same.
 - ii. The City Administrator also briefed the committee on the City's CDBG program. The City currently has one FTE, dedicating 20% of their time to the program, with the other 80% dedicated to the Municipal Court System. The City Administrator noted that operating procedures of the State and various CDBG programs around the state. The City Administrator would like the City to be more proactive in the management of the Economic Development, Loan/Credit programs, Grant Applications, and other ED-related areas.
 - iii. Lastly, the City Administrator briefed the committee on a proposal for a City Economic Development Technician starting in FY 2018 to help alleviate some of the concerns and desires as noted above regarding economic development.
 1. The Committee decided that they would prefer to look into professional management through MSA (or a similar company) in order to modernize and market the City's CDBG program and to prepare to the retirement of a city staff member dedicated to this program. The committee directed the City Administrator to develop an RFP to be discussed further.
- b. Park and Recreation Department: Personnel
 - i. The City Administrator briefed the committee on salary surveys conducted in the first quarter in regards to the Director, foremen, semi-skilled employees, and seasonal employees. The City Administrator noted that Director Matt Scott was approximately \$2.24/hour below the lowest paid in the range, as such he recommended that Director Scott receive an increase of \$2.24 per hour, bringing his hourly wage to \$32.33. This increase was outlined in Resolution 4275-17.
 1. **A motion was made by Don Hull and seconded by Dave Knudsen to recommend Resolution 4275-17 to the Council, pending adjustment of the draft resolution to read \$2.24 instead of \$2.44 to fix a grammatical error.**
 - a. ***Vote: 5-0-0; Motion Carried.***

c. Police Department: Supervision

- i. The Chief of Police briefed the committee on a wage study conducted in 2016, detailing the results of Officers, Sergeants, Lieutenants, and Detectives. He noted that it was not unusual for officers and detectives to make more than their superiors as a result of overtime pay. Currently, the RPD has a detective out earning a sergeant by approximately \$900. The Chief noted that the wage compression makes it extremely difficult for obtain and retain supervisory staff members. To combat this, the Chief proposed that a five-step program be implemented starting in 2018. The five steps are detailed in Resolution 4276-17 and would allow the flexibility to promote supervisors based on performance, not necessarily time holding the positions. Additionally, to get the current employees within the ranges, wage adjustments were proposed for four sergeants and one lieutenant.

1. **A motion was made by Don Hull and seconded by Tiffany Schulte to recommend Resolution 4276-17 to the Council.**

- a. *Vote: 5-0-0; Motion Carried.*

B. City Administrator – Supplemental Retirement Plan

- a. The City Administrator briefed the committee on a proposal from The Pension Specialists regarding a supplemental Retirement Plan for the City Administrator. The City Administrator is currently drawing retirement pay from Texas and California. As such, he is restricted in any further pay or working more than 24 hours per week. The Pension Specialists prepared a proposal that would be able to concurrently work with existing retirement plans of the City Administrator.

- i. **A motion was made by Tiffany Schulte and seconded by Bill Finnegan to recommend the proposal to the Council for their review.**

1. *Vote: 5-0-0; Motion Carried.*

C. Merit Program

- a. The City Administrator briefed the committee on the progress of developing the merit program.

The committee publicly thanked Alderman Bill Finnegan for his years of service to the City through serving on Personnel and many other committees, as well as Common Council.

ADJOURN

A motion was made by Bill Finnegan and seconded by Knudsen to adjourn.

Vote: 5-0-0; Motion Carried.

Meeting adjourned at 5:55 pm.

Respectfully submitted,

Jacob Crosetto
City Clerk-Treasurer